

~~CONFIDENTIAL~~

17 October 1966

SUBJECT: Mission and Functions of Headquarters  
Training Branch, Operations School

A. Mission

Headquarters Training Branch of the Operations School conducts courses at Headquarters in specialized areas of clandestine operations and in operational support for the Clandestine Services except special techniques and Anti-Communist operations. Instruction is given in the form of either formal or tutorial training in the following: Chiefs of

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tion Reporting, Reports and Requirements Course; Information Reports Familiarization Course; Records Courses (I, II and III); Administrative Procedures Course; Operations Support Course.

B. Functions

Under the direction of the Chief, Headquarters Training, Staff instructors shall:

(1) Identify in collaboration with appropriate Clandestine Services and Office of Training officials requirements for training Clandestine Services personnel at the intermediate and advanced levels.

(2) Supervise and participate in the establishment, presentation, and improvement of courses on the aforementioned subjects.

(3) Maintain continuous contact with appropriate Clandestine Services elements for the purpose of keeping current on the latest operational policies, methods, and techniques.

(4) Conduct formal and tutorial courses to meet the requirements of the Clandestine Services and to provide training evaluations of students receiving such instruction.

(5) Support as required other elements of OTR by providing instruction on specific occasion in training programs administered by the Intelligence School, the Support School, and the Covert Training Branch of the Operations School.

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Chief, Headquarters Training